

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.52
(ID # 22103)

MEETING DATE:
Tuesday, June 27, 2023

FROM : HOUSING AND WORKFORCE SOLUTIONS:


SUBJECT: HOUSING AND WORKFORCE SOLUTIONS/WORKFORCE DEVELOPMENT DIVISION (HWS/WDD): Accept additional funding from the Foundation for California Community Colleges (Foundation) under the Summer Training and Employment Program for Students (STEPS) Grant; Approve Amendment #5 to STEPS Grant Agreement No. 00003417 with the Foundation; Ratify and Authorize Director of HWS to Execute individual Amendments with California Family Life Center (CFLC) and Arbor E&T, LLC (EQUUS) and extend term through December 31, 2023; All Districts. [Total Cost \$200,000; 100% Federal WIOA Title IV Department of Rehabilitation]; CEQA exempt.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Find that the project is exempt under California Environmental Quality Air (CEQA) pursuant to State CEQA Guidelines Section 15061 (b)(3);

Continued on Page 2

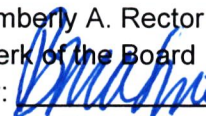
ACTION:Policy


Heidi Marshall, Director 6/14/2023

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Perez, seconded by Supervisor Gutierrez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Gutierrez
Nays: None
Absent: None
Date: June 27, 2023
xc: HWS

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

RECOMMENDED MOTION: That the Board of Supervisors:

2. Accept an additional award in the amount of \$200,000 from the Foundation for California Community Colleges (Foundation) under the Summer Training and Employment Program for Students (STEPS) on behalf of the Housing and Workforce Solutions Department (HWS) Workforce Development Division (WDD), to be allocated as set forth in Table A of the Additional Fiscal Information Section;
3. Approve the attached Amendment #5 to the STEPS Grant Agreement No. 00003417 with the Foundation to receive the additional award and to extend the agreement through December 31, 2023, and Authorize the Director of HWS, or designee, to execute the amendment on behalf of the County;
4. Ratify and Authorize the Director of HWS, or designee, to negotiate and execute individual amendments to the existing STEPS Service Agreements with CFLC and EQUUS on behalf of the County, without seeking competitive bids, to extend the agreements for six months through December 31, 2023 and amend the CFLC Service Agreement to increase the maximum compensation amount to \$50,000 annually for FY2022/2023 and FY2023/2024 respectively, consistent with the attached Sole Source Justification No. 157259989, subject to the availability of STEPS funds, youth provider performance, and approval as to form by County Counsel; and
5. Authorize the Director of HWS, or designee, to administer all actions necessary to implement the STEPS Grant Agreement and STEPS Service Agreements, including, but not limited to: signing subsequent essential and relevant documents, and executing any amendments that modify the scope of service that conform with the intent of the agreements, and that move the allocated funds among the subrecipients, subject to availability of fiscal funding and as approved as to form by County Counsel.

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$200,000	\$200,000	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: 100% Federal WIOA Title IV Department of Rehabilitation Funds			Budget Adjustment:	No
			For Fiscal Year:	2023/2024

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On September 1, 2020, the Board of Supervisors accepted a grant award for the Summer Training and Employment Program for Students grant (STEPS Program) in the amount of \$500,000 as Minute Order No. 3.7. The STEPS Program is funded by the California Department of Rehabilitation (DOR) and implemented in coordination with the Foundation for California Community Colleges (Foundation). The purpose of the funding is to provide job preparation

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

training, job exploration, workplace readiness skills training, and work-based learning experiences for students (ages 16 to 21) with disabilities. The goal is to provide meaningful assistance to students with disabilities by engaging them in workforce development activities that support their transition to employment.

The initial terms of STEPS Program funding were memorialized in an Agreement between the Riverside County Workforce Development Division (WDD) and the Foundation with a term starting on September 10, 2020 and ending on April 30, 2021 (Agreement) (Minute Order No. 3.7, September 1, 2020). By the authority given through Minute Order No. 3.7, September 1, 2020, the Agreement was subsequently amended through Amendment No. 1 to change the term end date to June 30, 2021. The agreement was further amended through Amendment No. 2, awarding an additional \$250,000 in STEPS Program funds to WDD to serve approximately 50 additional participants and to change the term end date to June 30, 2022 (Minute Order No. 3.46, June 29, 2021). On June 28, 2022 (Minute Order No. 3.34), the Board of Supervisors approved Amendment No. 3, changing the term end date to June 30, 2023, and awarding an additional \$250,000 in STEPS Program funds to WDD. The Foundation provided an additional \$5,163 in December of 2022 (Amendment #4) to provide additional funding for participant wages and benefits.

Now, the Foundation would like to extend the term of the Agreement from June 30, 2023, to December 31, 2023, and award an additional \$200,000. The Housing and Workforce Solutions Department further recommends that the Board allocate the additional \$200,000 in funding as set forth in Table A of the Additional Fiscal Information section below. The Riverside County Purchasing Department has approved a Single Source Justification to allow EQUUS and CFLC (Service Providers) to continue implementing the STEPS Program which is consistent with previous funding already expended in the amount of \$1,005,163. Service Providers also operate the County's six Youth Opportunity Centers.

Impact on Residents and Businesses

Activities implemented under the STEPS Program will assist Riverside County residents by providing vocational skills and workforce preparation. Specifically, the Program will benefit students with disabilities through continued job exploration and paid work experience, giving them the tools to build a foundation for their future success.

Additional Fiscal Information

In fiscal year 2023/24, \$200,000 in expenses are proposed under the STEPS Program, which is funded by WIOA Title IV Department of Rehabilitation funds. Table A sets forth the proposed allocation of those funds. No county general funds will be utilized, and no budget adjustment is required.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

TABLE A. FY2023 (July 1, 2023-December 31, 2023)		
Proposed Allocation of Additional \$200,000 STEPS Program Grant Award		
Riverside County Workforce Development Division		
	FY2023 (July 1, 2023- December 31, 2023)	
Program Manager Salaries and Benefits	\$7,500	
	Subtotal	\$7,500
California Community College Foundation		
Employer of Record Services	\$24,000	
Participant Work Experience Wages	\$117,800	
Participant Work Experience Taxes (20% estimated)	\$23,560	
	Subtotal	\$165,360
Service Provider(s)		
Service Provider Administration	\$27,140	
	Subtotal	\$27,140
	Grand Total	\$200,000

ATTACHMENTS:

- SSJ CFLC
- SSJ EQUUS
- Amendment #5 to STEPS Grant Agreement No. 00003417


Erianria Lontajo, Principal Management Analyst

6/21/2023


Kristine Bell-Valdez, Supervising Deputy County Counsel

6/15/2023

WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY
to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.



FOUNDATION for CALIFORNIA
COMMUNITY COLLEGES

AMENDED STEPS GRANT AGREEMENT

between

THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

and

RIVERSIDE COUNTY WORKFORCE DEVELOPMENT DIVISION

Agreement No. 00003417
Amendment #5

Effective September 10, 2020, the Foundation for California Community Colleges ("Foundation"), a 501 (c)(3) nonprofit organization, and Riverside County Workforce Development Division ("Contractor") entered into a STEPS Grant Agreement ("Agreement").

WHEREAS, the parties now wish to extend the term of the Agreement and add \$200,000 in funding.

THEREFORE, the parties hereby amend the Agreement as follows:

- Amendment to the Term of the Agreement.** The Term of the Agreement is hereby extended by replacing the term ending date of "*June 30, 2023*" with "*December 31, 2023*."
- Amendment to the Amount of the Agreement.** The Amount of the Agreement is hereby amended by replacing "*\$1,005,163*" with "*\$1,205,163*," paid in accordance with each fiscal year (FY) from July 1-June 30, as follows:

FY 2020/2021	\$500,000
FY 2021/2022	\$255,163
FY 2022/2023	\$250,000
FY 2023/2024	\$200,000

- Amendment to Exhibit B, Section 1 (Cost Reimbursement Agreement).** The total amount not to exceed of STEPS Grant Funds is hereby amended by replacing "*\$1,005,163*" with "*\$1,205,163*."
- Amendment to Exhibit B, Section 4 (Project Budget).** Exhibit B, Section 4, of the Agreement is hereby amended by adding the following Project Budget Table for FY 2023/2024:

00003417_Riverside WDD_Amend 05
Salesforce # 00007551

JUN 27 2023 3.52

Expense Item	Amount Requested
Personnel Salaries	\$4,600
Personnel Fringe Benefits	\$2,900
Work Experience Wages (estimated based on 38 students, \$15.50/hr, 200 hrs)	\$117,800
Work Experience Taxes (20% estimate)	\$23,560
Career Catalyst Flat Fee	\$24,000
Subcontractor Fees	\$27,140
TOTAL	\$200,000

5. **Amendment to Exhibit A, Section 2 (Project Representative).** Contractor's project representative during the term of the Agreement will be:

CONTRACTOR

Heidi Marshall
 Director
 Housing and Workforce Solutions
 1325 Spruce Street, Suite 400
 Riverside, CA 92507
 Phone: 951-955-3100
 Email: hmarshall@rivco.org

6. **Use of Electronic Signatures.** This Amendment may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Amendment agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Amendment. The parties further agree that the electronic signatures of the parties included in this Amendment are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.
7. All other terms of the Agreement shall remain unchanged and in full force and effect.

THE PARTIES HEREBY EXECUTE THIS AMENDED AGREEMENT.

CONTRACTOR

**FOUNDATION FOR CALIFORNIA
COMMUNITY COLLEGES**

By: _____

By:  _____

Print Name: _____

Print Name: Joseph Quintana _____

Title: _____

Title: Chief Operating Officer _____

Date: _____

Date: Jun 13, 2023 _____

CONTRACTOR

**FOUNDATION FOR CALIFORNIA
COMMUNITY COLLEGES**

By: _____

By:  _____

Print Name: _____

Print Name: Jorge J.C. Sales _____


Title: _____

Title: Vice President of Program Development _____

Date: _____

Date: Jun 13, 2023 _____

FORM APPROVED COUNTY COUNSEL

BY:  6/14/2023
LISA SANCHEZ DATE

JUN 27 2023 3.52



HWS HOUSING AND
WORKFORCE
SOLUTIONS
ENGAGE. ENCOURAGE. EQUIP.

Date: 5/25/23
From: Stephanie Adams
To: Board of Supervisors/Purchasing Agent
Via: Carolina R. Garcia (951) 955-3156
Subject: Amendment Request For SSJ # 157259989 Summer Training and
Employment Program (STEPS) Services

The below information is provided in support of my Department requesting approval for a sole or single source. (*Outside of a duly declared emergency, the time to develop a statement of work or specifications is not in itself justification for sole or single source.*)

1. **Supplier being requested:** California Family Life Center (CFLC)

2. **Vendor ID:** 26902

3. **Single Source** **Sole Source**
(*Single Source - is a purchase of a commodity or service without obtaining competitive bids although more than one source is available*)

(*Sole Source - is a purchase of a commodity or service that is proprietary or no other vendor is qualified or willing to meet the county specified requirements*)

4. **Have you previously requested and received approval for a sole or single source request for this vendor for your department?** (*If yes, please provide the approved sole or single source number.*)

Yes **No**
SSJ# 157259989

4a. **Was the request approved for a different project?**

Yes **No**

5. **Supply/Service being requested:**

(*If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law. All insurance requirements must be met prior to work commencement. See the Risk Management website for vendor insurance requirements.*)

Housing and Workforce Solutions/Workforce Development Division(HWS/WDD) is seeking a vendor to subcontract the Summer Training and Employment Program for Students with Disabilities (STEPS),ages 16-21 who are in school and have a disability. The program
Form # 116-333 rev 5/31/18

includes providing job readiness and work experience for participants to be exposed to the labor market and gain experience and skills.

- 6. Unique features of the supply/service being requested from this supplier.** *(If this sole source request is due to proprietary software or machinery, or hardware, provide a supporting letter from the manufacturer. If this is a single source request provide an explanation of how this provides the best value for the County by selecting this vendor.)*

California Family Life Center is a non-profit organization that has been around for 40 years and has been a youth provider for HWS/WDD for 12+ years. They have experience in foster care, kinship and WIOA youth services. They are knowledgeable about the service needs of youth, specifically youth in Riverside County. A Request for Proposal (RFP) to procure Workforce Innovation and Opportunity Act (WIOA) youth providers was conducted in 2021, however it was deemed a failed RFP due to lack of sufficient responses. HWS/WDD obtained approval for a single source justification to enter into an agreement with CFLC to provide WIOA Youth Services.

- 7. Reasons why my department requires these unique features from the vendor and what benefit will accrue to the county:**

The lack of responses to an RFP for WIOA Youth Program service providers in the local area and the extensive experience and familiarity of established providers like CFLC with youth in the local area, makes entering into an agreement with CFLC to provide STEPS services, as an optimal benefit to the county. Provider is currently under contract to provide WIOA Youth Program services and are able to co-enroll eligible participants into WIOA Youth Program services as an additional benefit to the participants. The participants will be able to access STEPS and WIOA services in addition to other resources all under one roof. Now the WDD will be amending their agreement with the Foundation to extent the term through December 31, 2023, and awarding additional funds. Therefore, the WDD will be amending the CFLC agreement term and budget amount. WDD is seeking to increase CFLC's Single Source Justification amount up to \$50,000.00 for FY22/23 and FY23/24.

- 8. Period of Performance:** From: July 1, 2022 to December 31, 2023
(total number of years)

Is this an annually renewable contract? No Yes

Is this a fixed-term agreement: No Yes

(A fixed-term agreement is set for a specific amount of time; it is not renewed annually. Ensure multi-year fixed-term agreements include a cancellation, non-appropriation of funds, or refund clause. If there is no clause(s) to that effect, then the agreement must be submitted to the Board for approval. No exemptions shall apply.)

- 9. Identify all costs for this requested purchase. In addition, please include any single or sole source amounts previously approved and related to this project and vendor in the section designated below for current and future fiscal years. You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained. (Note: ongoing costs may include but are not limited to subscriptions, licenses, maintenance, support, etc.)**

Previously Approved Cost Sheet:

Description:	FY22/23	FY23/24	FY24/25	Total
One-time Costs:	\$35,577.50	\$35,577.50		
Previous SSJ Approved Amounts:				
Total Costs	\$35,577.50	\$35,577.50		

Amended Cost Sheet:

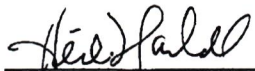
Description:	FY22/23	FY23/24	FY24/25	Total
One-time Costs:	\$50,000.00	\$50,000.00		
Previous SSJ Approved Amounts:				
Total Costs	\$50,000.00	\$50,000.00		

10. Price Reasonableness: *(Explain why this price is reasonable or cost effective – were you provided government discounted pricing? Is this rate/fee comparable to industry standards)*

As a previous and existing provider, HWS/WDD as well as the State have monitored and audited previous agreements with CFLC and have seemed cost reasonable. The vendor (CFLC/EQUUS) will provide orientation, guidance, 40 hours of job readiness workshops and will assign participants to established worksites or seek worksites that interest the participants. The providers will also be guiding and supporting the participants and entering their work hours into an online system as well as reviewing and approving those hours for the overseeing entity, the Foundation of California Community Colleges (Foundation). Youth provider staff will be supporting participant needs throughout this time. The areas served by CFLC had a higher need and enrollment figures in those areas were higher than anticipated. The amendment is needed to move funds from other areas with a lower number of enrollments (other youth provider) to CFLC. CFLC's rate/fees did not change, they simply had more participants to serve.

11. Projected Board of Supervisor Date (if applicable): N/A

(Draft Form 11s, service agreement and or quotes must accompany the sole source request for Purchasing Agent approval.)

 Department Head Signature (or designee)	Heidi MARSHALL Print Name	6/6/2023 Date
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The section below is to be completed by the Purchasing Agent or designee.

Purchasing Department Comments:

Approve

 Approve with Condition/s

 Disapprove

Condition/s:

Not to exceed:

One-time \$ _____

X Annual Amount \$ 50,000.00 / per fiscal year through December 31, 2023
(date) *(If Annual Amount Varies each FY)*

FY 22/23 : \$ 50,000.00
FY 23/24 : \$ 50,000.00
FY _____ : \$ _____
FY _____ : \$ _____
FY _____ : \$ _____

<i>Meghan Hahn</i>	6/12/23	23-230
Purchasing Agent	Date	Approval Number (Reference on Purchasing Documents)



Use this form to submit a single or sole source requisition for review by your Buyer and/or Procurement Contract Specialist. All procurements valued \$5,000 or more must seek competitive bids from a minimum of three suppliers, or the expectation that three or more suppliers will respond, or be justified by a Single/Sole Source. All purchases exceeding \$50,000 require a formal public bid. Procurement's may not be artificially segregated to lesser dollar amounts for the purpose of bypassing this requirement.

Sole/Single Source service requests that are greater than \$50,000 require additional Board of Supervisors approval.

Supplier Details

Vendor Res-Care Inc
Fulfillment Address CCorp - Services: (preferred)
 Equus Workforce Solutions
 805 N Whittinton Pkwy
 Louisville, Kentucky 40222 United States
Vendor Phone +1 502-630-7307
Distribution Method
 The system will distribute purchase orders using the method(s) indicated below:
 Check this box to customize order distribution information.
 Email (Plain Text) erpost@restcare.com
 Email (HTML Body) erpost@restcare.com
 Contract

Background Information

Please indicate if this is a single or sole source below

Single Source

Have you previously requested and received approval for a sole/single source request for this vendor for your department?

Yes

If selected "yes", please provide the approved SSJ# below

SSJ# 22-005

If selected "yes", was the request approved for a different project?

Yes

Purchase Details

1. Supply/Service being requested:

Housing and Workforce Solutions/Workforce Development Division (HWS/WDD) is seeking vendor(s) to subcontract the Summer Training and Employment Program for Students with Disabilities (STEPS) ages 16-21, who are in school and have a disability. The program includes providing job readiness and work experience for participants to be exposed to the labor market and gain experience and skills.

2. Unique features of the supply/service being requested from this supplier, which no alternative supplier can provide:

Arbor E&T dba Equus Workforce Solutions (Equus) (formerly Rescare) is a national organization that has provided youth services for HWS/WDD for 12+ years. They also have experience in WIOA Adult and Dislocated Worker services in other local areas. They are knowledgeable about the service needs of youth in Riverside County.

Current Year Cost

6. Identify all costs for this requested purchase.

You do not need to include previous fiscal year amounts. If approval is for multiple years, ongoing costs must be identified below. If annual increases apply to ongoing costs such as CPI or other contract increases, provide the estimated annual cost for each consecutive year. If the annual increase may exceed the Purchasing Agent's authority, Board approval must be obtained.

Describe all current fiscal year costs associated with this procurement in the box below. Insert all one time costs associated with this project in the table below.

FY2022/2023 California Family Life Center (CFLC) Summer Training and Employment Program (STEPS) - \$35,577.50

3. Reasons why my department requires these unique features and what benefit will accrue to the county:

The lack of responses to an RFP for WIOA Youth Program service providers in the local area and the extensive experience and familiarity of established providers like Equus with youth in the local area, makes entering into an agreement with Equus to provide STEPS services, as a optimal benefit to the youth of Riverside County. Provider currently under contract to provide WIOA Youth Program service, are able to co-enroll eligible participants into WIOA Youth Program services as an additional benefit to the participants. The participants will be able to access STEPS and WIOA services in addition to other resources all under one roof.

4. Period of Performance 07/01/2022
From:
Period of Performance To: 06/30/2024
Is this an annually renewable contract or is it fixed term?
 Annually Renewable

5. Price Reasonableness:

As a previous and existing provider, HWS/WDD as well as the State have monitored and audited previous agreements with CFLC and have seemed the cost reasonable. Vendor will provide orientation, guidance, 40 hours of job readiness workshops and will assign participants to established worksites or seek worksites that interest the participants. The provider will also be guiding and supporting the participants and entering their work hours into an online system as well as reviewing and approving those hours for the overseeing entity, the Foundation of California Community Colleges (Foundation). Provider will service 25+ participants during the contract term. The participants are each allowed up to 160 work experience hours (300 if funds availability allows) and the youth provider staff will be supporting any of their needs throughout this time.

Projected Board of Supervisor 6/14/2022
 Date (if applicable):

Commodity Code 96258

Insert all current fiscal year costs in the table below. Label the 'description' as the item that is being purchased.

Current FY Costs

Description	Price
FY2022/2023 California Family Life Center (CFLC) Summer Training and Employment Program (STEPS2	35,577.50

Enter all additional FY costs in the table below. Only enter one fiscal year cost per line and identify the fiscal year that it pertains to. Fiscal year is from 7/1/00 to 6/30/00.. Example : FY 18/19 \$200

FY	2023/2024 -\$35,577.50
FY	
FY	
FY	

Additional FY Cost

Describe all additional costs associated with this procurement in the box below. Include the dollar amounts for subsequent fiscal years if it differs from above.

In the event additional funding is allocated to this SSJ that amount would be up to 15% of additional funds for an amount of \$5,336.63 for each fiscal year (22/23 & 23/24) for a total of \$10,673.26

Current Year Cost Total: 35,577.50

Supporting Documentation

If this request is for professional services, attach the service agreement to this sole source request. The Purchasing Agent, or designee, is the signing authority for agreements unless the service is exempted by Ordinance 459, Board delegated authority or by State law.

- Additional supporting documentation includes:
- Previously approved SSJ's
 - other

For all other requests, attach the vendor's cost proposal

Internal Attachments

Purchasing Approval

Approved by	Date Approved	Sole Source Number	Approval Conditions/Comments
This section to be filled out by Purchasing Management only upon approval. Suzanna Hinckley	6/10/2022		

Total 35,577.50

WHEN DOCUMENT IS FULLY EXECUTED RETURN
CLERK'S COPY
to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.



FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES

AMENDED STEPS GRANT AGREEMENT

between

THE FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES

and

RIVERSIDE COUNTY WORKFORCE DEVELOPMENT DIVISION

Agreement No. 00003417
Amendment #5

Effective September 10, 2020, the Foundation for California Community Colleges ("Foundation"), a 501 (c)(3) nonprofit organization, and Riverside County Workforce Development Division ("Contractor") entered into a STEPS Grant Agreement ("Agreement").

WHEREAS, the parties now wish to extend the term of the Agreement and add \$200,000 in funding.

THEREFORE, the parties hereby amend the Agreement as follows:

1. **Amendment to the Term of the Agreement.** The Term of the Agreement is hereby extended by replacing the term ending date of "June 30, 2023" with "December 31, 2023."
2. **Amendment to the Amount of the Agreement.** The Amount of the Agreement is hereby amended by replacing "\$1,005,163" with "\$1,205,163," paid in accordance with each fiscal year (FY) from July 1-June 30, as follows:

FY 2020/2021	\$500,000
FY 2021/2022	\$255,163
FY 2022/2023	\$250,000
FY 2023/2024	\$200,000

3. **Amendment to Exhibit B, Section 1 (Cost Reimbursement Agreement).** The total amount not to exceed of STEPS Grant Funds is hereby amended by replacing "\$1,005,163" with "\$1,205,163."
4. **Amendment to Exhibit B, Section 4 (Project Budget).** Exhibit B, Section 4, of the Agreement is hereby amended by adding the following Project Budget Table for FY 2023/2024:

00003417_Riverside WDD_Amend 05
Salesforce # 00007551

JUN 27 2023 3.52

Expense Item	Amount Requested
Personnel Salaries	\$4,600
Personnel Fringe Benefits	\$2,900
Work Experience Wages (estimated based on 38 students, \$15.50/hr, 200 hrs)	\$117,800
Work Experience Taxes (20% estimate)	\$23,560
Career Catalyst Flat Fee	\$24,000
Subcontractor Fees	\$27,140
TOTAL	\$200,000

5. **Amendment to Exhibit A, Section 2 (Project Representative).** Contractor's project representative during the term of the Agreement will be:

CONTRACTOR

Heidi Marshall
 Director
 Housing and Workforce Solutions
 1325 Spruce Street, Suite 400
 Riverside, CA 92507
 Phone: 951-955-3100
 Email: hmarshall@rivco.org

6. **Use of Electronic Signatures.** This Amendment may be executed in any number of counterparts, each of which will be an original, but all of which together will constitute one instrument. Each party of this Amendment agrees to the use of electronic signatures, such as digital signatures that meet the requirements of the California Uniform Electronic Transactions Act ("CUETA") Cal. Civ. Code §§ 1633.1 to 1633.17), for executing this Amendment. The parties further agree that the electronic signatures of the parties included in this Amendment are intended to authenticate this writing and to have the same force and effect as manual signatures. Electronic signature means an electronic sound, symbol, or process attached to or logically associated with an electronic record and executed or adopted by a person with the intent to sign the electronic record pursuant to the CUETA as amended from time to time. The CUETA authorizes use of an electronic signature for transactions and contracts among parties in California, including a government agency. Digital signature means an electronic identifier, created by computer, intended by the party using it to have the same force and effect as the use of a manual signature, and shall be reasonably relied upon by the parties. For purposes of this section, a digital signature is a type of "electronic signature" as defined in subdivision (i) of Section 1633.2 of the Civil Code.
7. All other terms of the Agreement shall remain unchanged and in full force and effect.

THE PARTIES HEREBY EXECUTE THIS AMENDED AGREEMENT.

CONTRACTOR

**FOUNDATION FOR CALIFORNIA
COMMUNITY COLLEGES**

By: Heidi Marshall

By: [Signature]

Print Name: Heidi MARSHALL

Print Name: Joseph Quintana

Title: Director

Title: Chief Operating Officer

Date: 7/6/2023

Date: Jun 13, 2023

CONTRACTOR

**FOUNDATION FOR CALIFORNIA
COMMUNITY COLLEGES**

By: _____

By: [Signature]

Print Name: _____

Print Name: Jorge J.C. Sales

Title: _____

Title: Vice President of Program Development

Date: _____

Date: Jun 13, 2023

FORM APPROVED COUNTY COUNSEL

BY: Lisa Sanchez 6/14/2023
LISA SANCHEZ DATE

JUN 27 2023 3.52

✓

Riverside County Board of Supervisors Request to Speak

Submit request to Clerk of Board (right of podium), Speakers are entitled to three (3) minutes, subject to Board Rules listed on the reverse side of this form.

SPEAKER'S NAME: Jacki McCray

Address: 17865 Gardner Ln

City: Riverside Zip: 92504

Phone #: 951-237-2077

Date: 6-27-23 Agenda # 3141

PLEASE STATE YOUR POSITION BELOW:

Position on "Regular" (non-appealed) Agenda Item:

 Support Oppose Neutral

Note: If you are here for an agenda item that is filed for "Appeal", please state separately your position on the appeal below:

 Support Oppose Neutral

I give my 3 minutes to: _____

BOARD RULES

Requests to Address Board on "Agenda" Items:

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

Requests to Address Board on items that are "NOT" on the Agenda/Public Comment:

Notwithstanding any other provisions of these rules, a member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES. Donated time is not permitted during Public Comment.

Power Point Presentations/Printed Material:

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please ensure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

Individual Speaker Limits:

Individual speakers are limited to a maximum of three (3) minutes. Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin to flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. ***Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.***

Group/Organized Presentations:

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the bottom of the form.

Addressing the Board & Acknowledgement by Chairman:

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman, may result in removal from the Board Chambers by Sheriff Deputies.